

## Request an Online Survey

Please complete this form to request a survey account from the Office of Institutional Effectiveness.

- Name  
 First  Last
- Email
- Phone  
 -  -
- Office/Center
- Suggested Name of the Survey
- Purpose of this data collection: please provide a short description, including the research question(s), the types of information to be gathered, and the objective of this survey.



- Survey population: please indicate the target population of the study.
  - Undergraduate Students
  - Graduate Students
  - Faculty
  - Staff
  - Board of Trustees
  - A subset of the above population (please specify \_\_\_\_\_)
- Please review and confirm the following item when planning a survey.
  - Confirmed that there are no pre-existing sources that include similar information
  - Confirmed that the information needed is best gathered using a survey
  - Determined if the survey will be administered to a whole population or to a sample of a population
  - Reviewed the contents of the survey to make sure the questions are sufficiently objective and will not bias the results
  - Determined whether or not the survey will be anonymous

- Data Usage: please explain how the results will be used. Does this survey connect your departmental goals and inform departmental assessment activities?



- Desired survey distribution and close dates; please note that the dates may need to be adjusted according to the institutional survey administration calendar to avoid conflicts in survey administration.



- An Institutional Review Board (IRB) is a committee established to review and approve research involving human subjects. The purpose of the IRB is to ensure that all human subject research be conducted in accordance with all federal, institutional, and ethical guidelines. Does this survey require IRB approval? Please see <https://www.goucher.edu/legal-counsel/policies-and-procedures/institutional-review-board/> for additional information.

- Yes
- No
- Unsure

- Management of data assets: please indicate if any data fields collected through this survey should be stored, maintained, and used at the college level.

